

CLASS SPECIFICATION FOR
Library Public Services Coordinator

GENERAL STATEMENT OF DUTIES: Oversee, coordinate and manage Countywide, specialized Library programs, ensuring that Library resources meet customer needs and expectations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single position class oversees major Library service programs and staff. Under policy directives and program guidance, and subject to administrative review, the incumbent has considerable latitude to exercise independent judgment in terms of program planning and implementation. The incumbent provides general supervision and policy direction to the Youth Coordinator, Information Coordinator and Collection Coordinator regarding Library administration and policy. General supervision is received from the Assistant Director of Library.

EXAMPLES OF WORK (illustrative only):

- Oversees reference services, readers advisory services, programming activities, marketing efforts and public outreach for various programs;
- Analyzes information to determine and/or identify trends in services and information; address issues which may include formulating action plans;
- Works with outside vendors regarding the library collection, as well as acquisition marketing, to ensure a consistent level of programming throughout the County library system;
- Administers system-wide programs, presentations and displays for all programs managed;
- Coordinates and participates in community outreach efforts;
- May serve as departmental representative at community events, inter-agency boards, etc;
- May conduct educational programs and give presentations to community groups;
- Performs related work and other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principals and practices of library science; comprehensive knowledge of library administration methods and management practices; comprehensive knowledge of all phases of library work; ability to effectively communicate, both orally and in writing; good public relations skills; ability to effectively supervise and evaluate staff performance, and to design and implement staff development/training courses; ability to maintain courteous and effective relations with employees and the general public.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an American Library Association-accredited master's degree in library science and five (5) years of responsible library work experience, four (4) of which have been in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Possession of a Librarian's Certificate from the Virginia Board for the Certification of Librarians.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.